

To Permanent Rules of Order of the Board of County Commissioners of Shelby County,
Tennessee

CA893108

SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee (name): Ritz

For Commission Action on (date) _____

DESCRIPTION OF ITEM:

RESOLUTION TO AMEND THE CONTRACT WITH BUSINESS INFORMATION SYSTEMS TO APPROPRIATE SPECIAL REVENUE FUNDS IN THE AMOUNT OF \$116,748 FOR EQUIPMENT MAINTENANCE AND PROGRAMMING AND THIS ITEM REQUIRES THE EXPENDITURE OF SPECIAL REVENUE FUNDS IN THE AMOUNT OF \$116,748. SPONSORED BY COMMISSIONER RITZ.

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

X This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$ _____; County CIP Funds- \$ _____

State Grant Funds: \$ _____; State Gas Tax Funds: \$ _____

Federal Grant Funds: \$ _____

Other funds (Specify source and amount): Special Revenue Acct. # 076-800701-6637 Outside Contracts

Other pass-thru funds (Specify source and amount): \$ _____

Originating Department: Register

APPROVAL:

Dept. Head:

(Type your name & phone #.) (Initials) (Date)

Elected Official:

Tom Leatherwood
(Type your name & phone #.) 379-7500 4/28/09
(Initials) (Date)

Division Director:

(Type your name & phone #.) (Initials) (Date)

CIP – A&F Director:

(Type your name & phone #.) (Initials) (Date)

Finance Dept.:

Mike Swift
(Type your name & phone #.) MAS 4/29/09
(Initials) (Date)

County Attorney:

Lisa Kelly
(Type your name & phone #.) LK 4/29
(Initials) (Date)

CAO/Mayor:

(Type your name & phone #.) (Initials) (Date)

SUMMARY

I. Description of Item

RESOLUTION TO AMEND THE CONTRACT WITH BUSINESS INFORMATION SYSTEMS TO APPROPRIATE SPECIAL REVENUE FUNDS IN THE AMOUNT OF \$116,748 FOR EQUIPMENT MAINTENANCE AND PROGRAMMING

II. Source and Amount of Funding

Special Revenue Acct. # 076-800701-6637 Outside Contracts
\$116,748.00

III. Contract Items

A. Type of Contract - Service of equipment and programming

B. Terms - one year with renewal options

IV. Additional Information Relevant to Approval of this Item

The Administration recommends approval of this Resolution.

TCO has opined approval. Purchasing has approved vendor as single/sole source.

ITEM # _____

PREPARED BY: Tom Leatherwood

COMMISSIONER _____

APPROVED BY: _____

RESOLUTION TO AMEND THE CONTRACT WITH BUSINESS INFORMATION SYSTEMS TO APPROPRIATE SPECIAL REVENUE FUNDS IN THE AMOUNT OF \$116,748 FOR EQUIPMENT MAINTENANCE AND PROGRAMMING AND THIS ITEM REQUIRES THE EXPENDITURE OF SPECIAL REVENUE FUNDS IN THE AMOUNT OF \$116,748. SPONSORED BY COMMISSIONER RITZ.

WHEREAS, Shelby County has a contract for services with Business Information Systems, which provides the Shelby County Register with maintenance of equipment and programming for a searchable database in a format compatible with the Register's present in-house and off-site computer system; and

WHEREAS, Business Information Systems has been declared a Single/Sole Source to provide maintenance and professional services for existing equipment and software; and

WHEREAS, Shelby County approved the expenditure of \$337,200.00 upon acceptance of the original contract; and

WHEREAS, The Shelby County Register has a need for additional services at a cost of \$116,748; and

WHEREAS, Funds are available in FY 08-09 Registers Special Revenue Account number 076-800701-6637, Register's Outside Contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the contract amendment with Business Information Systems for off-site web hosting, maintenance of equipment and programming in the amount of \$116,748 is hereby approved.

BE IT FURTHER RESOLVED, That the amount of \$116,748 for FY 08-09 from Account Number 076-800701-6637 Register's Outside Contracts is hereby appropriated.

BE IT FURTHER RESOLVED, That the additional renewal Amendments for maintenance and professional services for existing equipment and software with Business Information Systems, are hereby approved subject to the annual appropriation of funds for each renewal term's corresponding Fiscal Operating Year by Shelby County Government. In the event sufficient funds for said Amendments are not appropriated by the Board of Commissioners for the fiscal periods relating to any new renewal term, then the Amendment will be terminated.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute the contract amendment for the aforementioned services on behalf of Shelby County Government, a copy of which is on file in the Purchasing Department.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$116,748 to Business Information Systems and to take proper credit in their accounting therefore.

BE IT FURTHER RESOLVED, That this Resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

A C Wharton, County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED: _____



Shelby County Tennessee

Purchasing Department


160 N. Main, Suite 550
Memphis, TN 38103

(901) 545-4365
Fax (901) 545-4531

A C Wharton, Jr., Mayor

Memo

To: Honorable A C Wharton, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator 
Purchasing Department

Date: February 11, 2009

Re: Single/Sole Source- Business Information Systems

The Memphis and Shelby County Register's Office has a desire to enter into an agreement with Business Information Systems, Inc. to provide maintenance and professional services for existing equipment and software at a cost of approximately \$117,000.00. Business Information Systems is considered as a single/sole source for this procurement because:

1. Business Information Systems, BIS, provides the current business systems through previous contracts, and have provided professional support and customization services to those business products since the beginning. They have also integrated some of the systems. This was accomplished by a standardization of business units to ensure compatibility. Standardization leads to economies of scale and interoperability of systems.
2. Business Information Systems, BIS, also hosts the Shelby County Register's WEB site, and since they are the business system architects, they are able to quickly integrate business information into the WEB site for public usage.
3. This request is for enhancements to existing Business Information Systems, BIS, designed and customized system and as such, The Register's Office request that Business Information Systems, BIS, be designated a SINGLE SOURCE to avoid not only the long and costly bid process, but the necessity of 'training' some other company in the complex business designs of the Shelby County Register's office. Business Information Systems, BIS, already possesses the institutional knowledge to perform the required work.

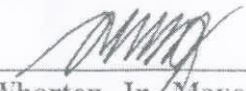
Please approve or disapprove this single/sole source request by signing in the space provided below:

APPROVED: _____ ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 2/11/09



A C Wharton, Jr., Mayor



Shelby County Tennessee

Purchasing Department


160 N. Main, Suite 550
Memphis, TN 38103

(901) 545-4360
Fax (901) 545-4531

A C Wharton, Jr., Mayor

Memorandum

To: Joe Reves, CAO
Shelby County Register's Office

From: Clifton Davis, Administrator 
Purchasing Department

Date: February 12, 2009

Re: Single/Sole Source - Business Information Systems (BIS)

Mayor Wharton has approved Business Information Systems (BIS) as a single/sole source to provide maintenance and professional services for existing equipment and software. I have enclosed a copy of the executed sole source document.

If you have any questions, let me know.

CD/shw

Enclosures

cc: Lisa Kelly, Assistant County Attorney

TECHNOLOGY COORDINATION OFFICE

**Review and Opinion Regarding the County Register's Proposed Contract Renewal
with Business Information Systems
for Maintenance & Professional Services
March 13, 2009**

SPONSOR: Joe Reves
Administrator
Register's Office
379.7500

Cost Summary:	<u>O&M</u>	<u>CIP</u>
For the 12 Months Beginning July 1, 2008	\$117,000	0
FY 2009 Budget Impact Budgeted?	YES	

PROPOSED CONTRACTOR: Business Information Systems

OVERVIEW:

This proposal is to renew an existing contract with Business Information Systems (BIS) for costs associated with maintaining the County Register's public searchable data warehouse and professional services for existing equipment and software for the period July 1, 2008 to June 30, 2009.

OPINION: RECOMMENDED**Business Need**

The County has an existing contract for services with BIS which provides the Shelby County Register's Office with programming, maintenance and hosting for its public-accessible, searchable data warehouse and website, and a Register of Deeds recording and document management system in a format compatible with the Register's in-house and off-site computer systems.

BIS provides the current Register systems through previous contracts and has provided professional support and customization services for those business products for many years. The vendor has also integrated several Register systems via standardization of business units which has resulted in economies of scale and system interoperability. As BIS also hosts the Register's website, they are able to more efficiently integrate product enhancements on the site for public use. This vendor was granted SINGLE SOURCE supplier status.

Value for the Financial Outlay

Considering the County's current and forecasted needs for public access to archived documents, this amendment continues to provide the County with access to the maintenance skills and programming enhancements necessary on an as-needed basis. There are clearly cost savings associated with selecting a vendor who already possesses the institutional knowledge and systems familiarity to provide these services.

Due Diligence

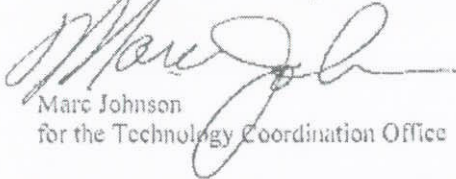
The TCO has undertaken investigatory conversations with the Shelby County Register and the Register's staff concerning the specifics of this proposal and their near term plans for future systems development. Their responses indicated no significant risks.

Strategic Fit

The use of outsourced database management to support this highly specialized application is a more cost effective way to gain access to the necessary specialized skills, compared to adding and/or training a potentially underutilized specialist on the County payroll.

Information Security Considerations

Providing remote access for a vendor to support the system necessarily raises the exposure and risk of the operation somewhat, compared to an in-house, locally-administered system. However, the vendor is a well-established, large company used to operating in this environment, and the contract clearly enforces a due-care requirement to maintain the confidentiality of the County's data. As such, the risk appears to be managed adequately, provided the County adheres to standard security 'best practices' to maintain and monitor its network security.



Marc Johnson
for the Technology Coordination Office

Amendment to Agreement

THIS AMENDMENT (hereinafter "Amendment") is made and entered into this _____ day of _____ 2009, by and between Shelby County Government (hereinafter "County") and Business Information Systems (hereinafter "BIS").

WHEREAS, the parties previously entered into an agreement (hereinafter "Agreement") dated August 24, 2001, for computer hardware, software, programming, and services as described within RFP-01-005-26, for a two year and twelve week term with no options to renew; and

WHEREAS, since this period, BIS has been declared a sole-source for this service; and

WHEREAS, the Agreement was previously amended by the parties by written instrument on July 1, 2004, July 1, 2005, July 1, 2006, and July 1, 2007; July 1, 2008 and

WHEREAS, the parties now desire to enter into this Amendment to renew the Agreement for the period beginning January 1, 2009 to June 30, 2009, for maintenance of equipment and programming.

NOW, THEREFORE, for and in consideration of the mutual promises of the parties to this agreement and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto do hereby agree as follows:

1. The Agreement between the parties is hereby renewed for the period beginning January 1, 2009, until June 30, 2009.
2. The total cost for this renewal period shall not exceed ONE HUNDRED SIXTEEN HOUSAND SEVEN HUNDRED FORTY-EIGHT and 00/100's (\$116,748.00) DOLLARS payable in accordance with the terms of the Agreement.
3. This Amendment shall be subject to the Fiscal Year 2008-2009 Operating Budget of Shelby County Government approved by the Board of County Commissioners and approval of the cost for this Amendment within said Operating Budget.
4. The terms and conditions of the original agreement, except as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the ____ day of _____ 2009.

APPROVED:

SHELBY COUNTY GOVERNMENT

Contract Administrator
Assistant County Attorney

A C WHARTON, JR., MAYOR

BUSINESS INFORMATION SYSTEMS

By: Garry Shiple
Title: Partner

STATE OF TENNESSEE
COUNTY OF Sullivan

On this the 20th day of February, 2009, before me personally appeared Garry Shiple to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

WITNESS my hand and Notarial Seal at office the day and year above written.

Angelina N. Rutherford
Notary Public

